

Agricultural Marketing Service
Office of the Deputy Administrator
Marketing Programs
Cotton Division
Fiber Technology Branch
Standards Section
Laborer Leader, WL-3502-2
Standards Assembler Leader

SJ CN37

I. INTRODUCTION

The Standards Section is responsible for the development, improvement, maintenance, preparation, and distribution of standards for cotton and related products.

The incumbent serves as a working leader of Standards Assemblers engaged in processing the cotton used in official standards and in preparing the standards. As such, the incumbent provides technical guidance for 5 to 10 employees.

II. DUTIES AND RESPONSIBILITIES

Orients and trains newly hired Standards Assemblers. Maintains continuous supervision of production and reviews completed work. Passes on instructions from supervisors. Distributes and balances workload among the employees. Checks working conditions such as lighting, ventilation, safety, etc. Oversees the cleaning of the work area.

Works along with other Standards Assemblers in setting the pace and demonstrating proper work methods. Reports to supervisor on status and progress of work and causes of work delays.

Breaks bales of cotton into layers and places cotton on racks. Carries selected cotton layers from warehouse area into standards assembly area.

Prepares and places into small cartons samples of cotton from designated bales for a visual representation of the cotton. Selects a proper face for the sample and positions the grain of the fibers in the correct direction.

Assembles small cartons of samples into proper grades by positions which represent growth area color.

Adjusts color leaf and preparation, by the use of tweezers and shaper, of samples assembled into a grade standard to match or represent a replica of a physical grade standard referred to as "A Guide".

Affixes labels to cotton grade standard boxes and rolls of staple and calibration cotton standards.

Stamps number representing bale on sample cartons.

Participates in photographing cotton standards by placing standards on copy board and/or operating camera.

Moves completed standards into storage area and stacks on shelves. Assists in the shipment of the official standards, as required.

III. SKILLS AND KNOWLEDGES

Knowledge of standard assembling operations to ensure correct materials and equipment are available and cotton and standards are handled in the proper manner.

Skill in removing cotton from a bale in layers and forming it into uniform-size samples.

Skill in assembling small cardboard cartons and attaching labels to cartons and paper-covered rolls.

Ability to match examples of cotton guides by color, leaf and preparation.

Skill in using tweezers and shapers to add leaf to samples.

IV. PHYSICAL EFFORT

Requires long periods of sitting at work bench.

Requires occasional lifting of heavy objects, moving of bales, stacking of standards.

Requires finger/hand dexterity to form sample "bricks," add leaf to the sample, and assemble the empty boxes. Also requires visual acuity to duplicate the proper amounts of color and trash.

V. WORKING CONDITIONS

Work is performed in a large bay-work area with good lighting and ventilation and in an adjacent warehouse area where bales, completed standards, and supplies are stored. There is minimal exposure to cotton lint and dust in standards preparation area, but storage area may be dusty.

VI. JOB CONTROLS

The employee works under the Supervision of the Supervisory Cotton Marketing Specialist, who assigns tasks to be done, gives initial instructions on work methods to be followed, and reviews work on a spot-check basis for satisfactory rate of accomplishment and accuracy. Routine tasks are carried out independently based on past experience.

Provides equal opportunity in employment for all subordinates, applicants, and new hires. Prohibits discrimination in employment based on race, color, religion, sex, national origin, age, or physical or mental disability and promotes a full realization of equal employment through continuous affirmative actions within the work environment.